

Community Services and Recreation

DRAFT MINUTES/APPROVED

To: Community Services Commission Members

From: Edward J. Swinkoski, Director of Community Services and Recreation

Re: Commission Meeting December 3, 2013

Meeting was called to order at 5:31pm.

Attendance:

Present: Ron Bathrick, Kristen Brandt, Lou Criscuolo, Marc Fasano, Donna Malley, Chris Orris, Michelle Spader.

Absent: Kim Karlin, Paul Kottage.

Staff: Edward J. Swinkoski, Director of Community Services and Recreation  
Carla Riccio, Secretary

1. Acceptance of Minutes of the meeting held on November 5, 2013:

Lou Criscuolo made a motion to accept the Minutes of the November 5, 2013 meeting seconded by Michelle Spader.

2. Correspondence:

None.

3. Old Business

None.

4. New Business:

a. Director's Report:

*Edward J. Swinkoski, Director of Community Services and Recreation*

Community Services:

*Energy Assistance:* The 2013-2014 energy assistance season started on *Monday, October 7th*. 177 applications have been completed season to date. Appointments for North Haven residents are available on Mondays (1-4pm) and Wednesdays (9am-12pm) in the Community Services office, located in the Town Hall Annex Building, 5 Linsley St.

*Monetary Donations:* Mr. Swinkoski reported \$500.00 was donated by North Haven Congregational Church for the Fuel Bank in November 2013. Donations received for the food bank in November included a \$600.00 donation from resident Suk kuen Chan, \$200.00 donation from Skyway Roofing, three \$20 Shop Rite gift cards from Order of the Eastern Star, Mystic Chapter #20, and \$15.00 from resident Steve Johnson.

*Food Donations:* Mr. Swinkoski reported the following food donations for November 2013: 129 bags/ 32 boxes of food were donated (November 2013), in addition to 47 desserts (frozen pies and fresh baked breads), 40 turkeys donated by North Haven Police Union, 23 turkeys donated by the American Legion Post #76 and 3 turkeys donated by private residents.

*Food Disbursements:* 99 regular meals were distributed (11 = families) outside of the Thanksgiving meal distribution in November 2013.

*2013 Holiday Season of Giving:* Mr. Swinkoski reported the Thanksgiving food distribution took place on Monday 11/25 & Tuesday 11/26 from 1-4pm. 65 families received Thanksgiving food (compared to 48 households in 2012). Mr. Swinkoski reminded the commissioners that Holiday food distribution is scheduled for Wednesday, December 18<sup>th</sup> and Thursday, December 19<sup>th</sup> from 1-4pm. Food distribution is available for North Haven residents who must show proof of residency.

Mr. Swinkoski reported that residents have begun scheduling their appointments for Holiday toy selection. Appointments will be available Monday, December 16<sup>th</sup> through Friday December 20<sup>th</sup> from 9am-4pm. So far 15 families have signed up. 45-50 families are anticipated. Appointments will be available in 30-minute increments. The Toy Selection Program is intended for income eligible North Haven families with children ages 18 and under. There is a limit set at 4 gifts maximum per child. Families must present a driver license or photo ID and complete a one page application upon arrival.

Carla Riccio welcomed any commissioner interested in volunteering for room setup or toy distribution to be in touch with her.

Michelle Spader shared with the Commission that while she was volunteering during the Thanksgiving food distribution, she noticed that there was a shortage of “traditional” holiday sides such as stuffing, instant mashed potatoes and gravy. In response to this shortage, Mrs. Spader reached out to the organization that belongs to get the items that the bags were missing. She noted that while other food items had been substituted in place of these sides, they were not the “traditional” sides that the households would expect for the holiday. She strongly encouraged that inventory of the food bank be checked to assure that the shortage does not exist for the upcoming Holiday food distribution. Mr. Swinkoski assured that a standardized list of traditional sides will be included in each bag for all households, and if items need to be purchased to acquire these items, the Town Emergency Food fund can be utilized.

*Letter to the Editor:* Donna Malley distributed a copy of a Letter to the Editor which appeared in the Advisor a couple of weeks earlier. The letter, written by “Kim F.” acknowledged the positive experience that she had in working with the staff in Community Services.

### Daycare

*Thanksgiving Feast:* Mr. Swinkoski shared the great experience he had when attending the Thanksgiving Feast hosted by the Daycare on Tuesday November 26<sup>th</sup>. Regarding enrollment, Mr. Swinkoski reported the currently all slots are filled. Lastly, he shared that the Daycare received a Grant of \$10,000.00 from the State to replace the windows with more energy-efficient ones.

Senior Center: The Senior to Senior Breakfast took place Tuesday, December 3, 8:00 a.m. at the North Haven High School. Transportation was provided to the seniors from their homes to the high school.

Mr. Swinkoski also mentioned that the Tri-Town Christmas Party will be taking place on Friday, December 6<sup>th</sup> at Zandri's Stillwood Inn in Wallingford. As of the meeting, he reported that 168 North Haven Seniors plan to attend, 128 Wallingford seniors, and 22 Cheshire seniors.

b. Finance Report:

Mr. Swinkoski distributed budget reports for (year ending November 2013) to the Commission for their review and welcomed any questions.

*Community Services:* YTD snapshot of Community Services expenditures:  
41.7% of budget expended.

*Welfare:* YTD snapshot of Welfare expenditures:  
16.9% of budget expended YTD.

*Senior Center:* YTD snapshot of Senior Center expenditures:  
42.1% of budget expended YTD.

Additionally, reports of the Emergency Fund (Fund 204) and the Outreach Fund (Fund 304) ending November 2013 were also distributed to the Commission for their review.

***Emergency Fund (Fund 204): as of 11/30/2013:***

Food: YTD Balance \$13,769.91

Fuel: YTD Balance \$7,399.37

Misc: YTD Balance \$36,165.24

Toys: YTD Balance \$1,266.92 (plus an additional \$600.00 in Toys R'Us gift cards).  
Ms. Riccio indicated that she would be utilizing some of the gift cards to purchase teen appropriate items for the gift distribution.

***Outreach Fund (Fund 304): as of 11/30/2013:***

Service Outreach: YTD Balance: \$5,656.44

Project Graduation: YTD Balance: \$25,168.64

Sandy Hook Fund (to be turned over to Sandy Hook): Balance: \$4,756.12

5. Public Comment:

None.

6. Adjournment:

Chair Donna Malley thanked Lou Criscuolo for his service to the Community Services Commission and wished him well, as this was his last meeting of his term.

Lou Criscuolo made a Motion to Adjourn, seconded by Marc Fasano. The meeting was adjourned at 5:52p.m. The next meeting will take place on Tuesday, January 7, 2014 at 5:30pm.